ECC Contract Deliverables

CDRL Number	Products	Schedule	Due Date
	Kick-Off Meeting	5 days after award.	
	Draft Project Plan	Kick-Off Meeting	
	POA&M Schedule	Initial/Required	
	Transition Plan (Phase in, Phase Out)	Initial/Required	
	Weekly Status Reports (format provided by USPTO)	Required	
FN01	Monthly Progress Report	Required	
FN07	Resource Estimate	Required	
PN01	Problem Notification Letter	Required	
GD 17	Meeting Agenda and Minutes	Required	
	Monthly Funding Analysis Report (format provided by USPTO)	Required	
	EVM Monthly Metrics Report	As Required	

	Emerging Studies and Recommendations White Papers and/or Reports	As Required
	GFE Inventory –	Monthly
	ECC system Drawings – (Update/Validate)	On going and as required
	Documented support procedures, architecture documents, and OCIO Operational Support Plan (OSP) updates	Ongoing/As Changes occur
	Statistics on customer support for each contact center and system availability	Monthly
	Certification and Accreditation Remediation Documents and Reports	As Required